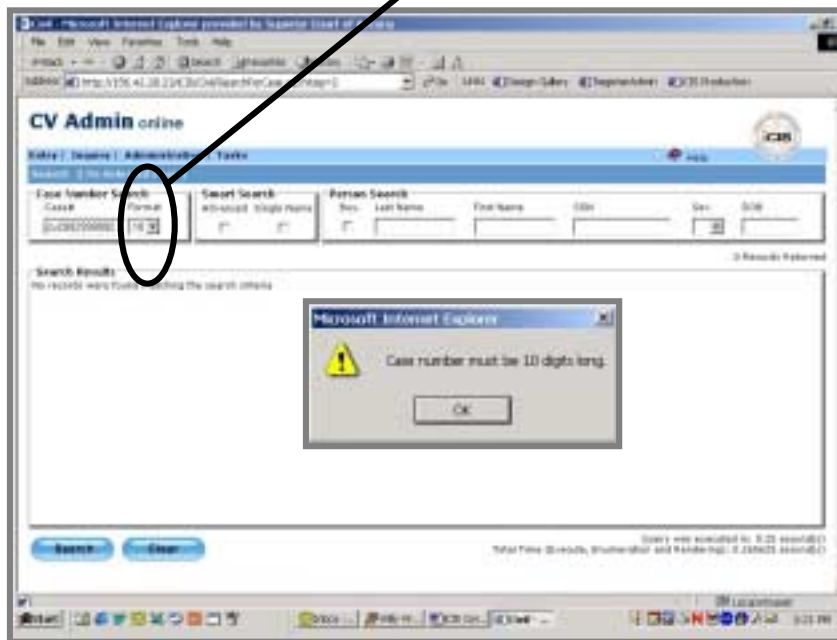


## SEARCH FOR CASE

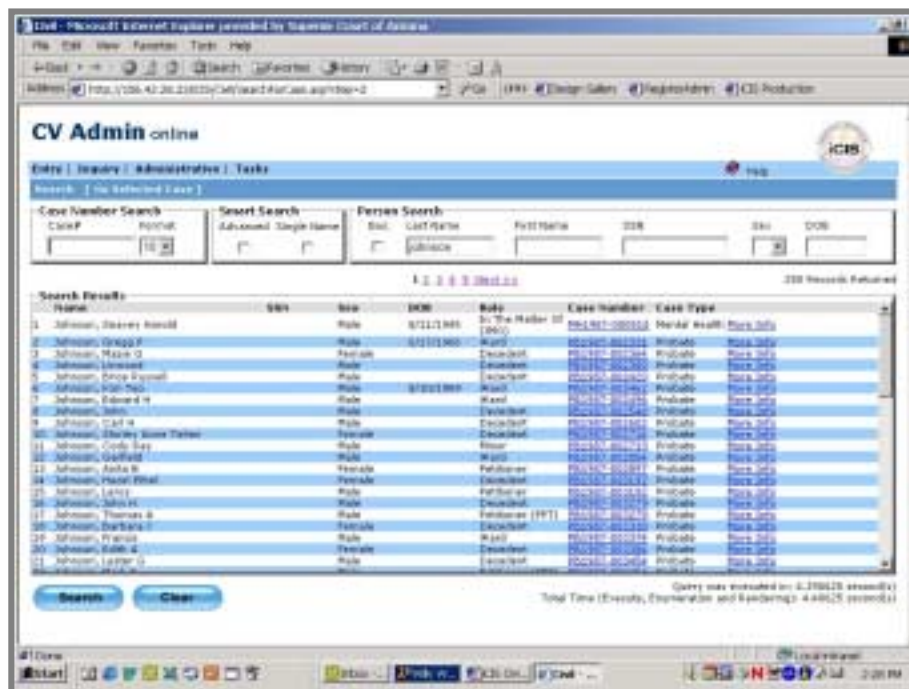
Once you have selected the application to work in and changed your password, iCIS will open the **Search for Case** screen.

You can search for a case several ways:

by Case Number Search – Make sure the Format number matches the number of digits in your case.



## by Person Search



- ♦ Fill in as much information as you have about one of the parties.
- ♦ If any information is entered incorrectly, the case will not be found.
- ♦ To broaden your search and return more cases, search by just the first or last name.

## by Business Search

CV Admin online

Entry | Inquiry | Administrative | Tasks

Search [No Selected Case]

Case Number Search: Case# [ ] Format [10]

Smart Search: Advanced [ ] Single Name [ ]

Person Search: Bus. [ ] Last Name [ ] First Name [ ] DOB [ ] Sex [ ] DOB [ ]

Existing Business: [ ]

Search Results: Please enter a search criteria.

Total Time (Execute, Dehydration and Rendering): 0 seconds

You may choose an Existing Business from the drop-down list

## by Person/Business Search Plus Smart Search

CV Admin online

Entry | Inquiry | Administrative | Tasks

Search [No Selected Case]

Case Number Search: Case# [ ] Format [10]

Smart Search: Advanced [ ] Single Name [ ]

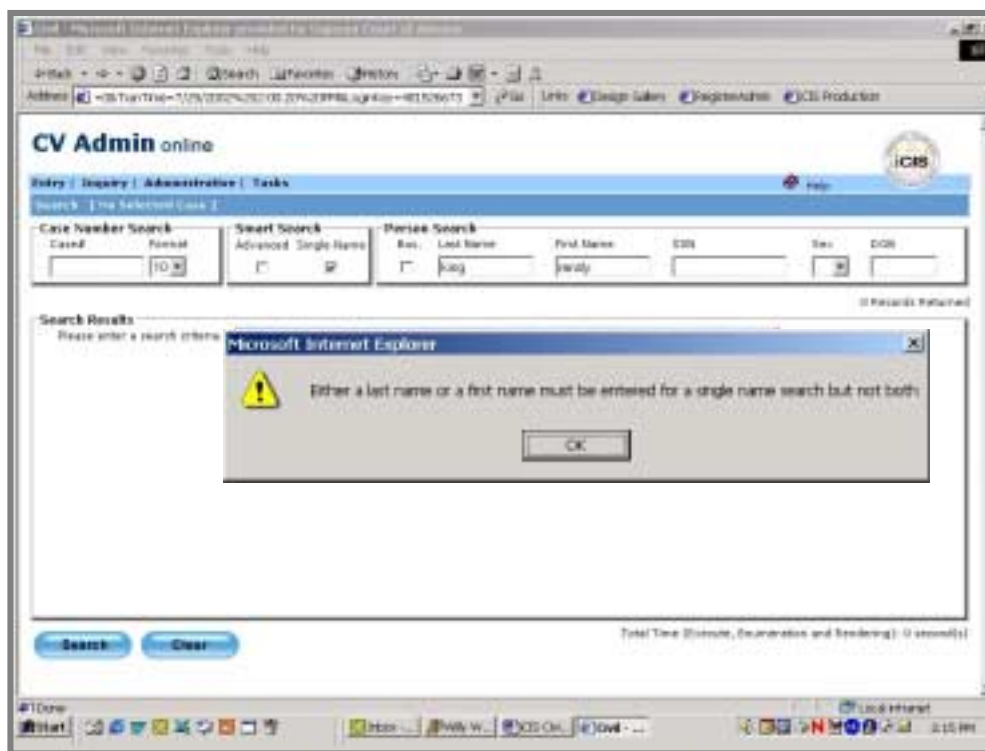
Person Search: Bus. [ ] Last Name [ ] First Name [ ] DOB [ ] Sex [ ] DOB [ ]

Search Results: Please enter a search criteria.

Total Time (Execute, Dehydration and Rendering): 0 seconds

Warning: Checking this option will allow the search to find cases with data that is SIMILAR to the criteria entered. This is not an exact match search and will require more processing time. It is recommended that you do not use this option unless you're having trouble finding a case with an exact match search.

## by Person/Business Plus Single Name Search



### **Case Number Search**

If the case number is fewer than 10 digits (6 or 5), click the down-arrow under 'Format' and choose the appropriate number.

Include the case type (fc, dr, fn) in your case number (ex. fc2001002456). **Don't** include a dash.

### **Person Search**

If you do not know the Case number, you can search using one or more of the '**Person Search**' fields. ALL information you input must match exactly or the case will not be found.

Last Name	First Name	Social Security Number	Sex	Date of birth
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### **Business Search**

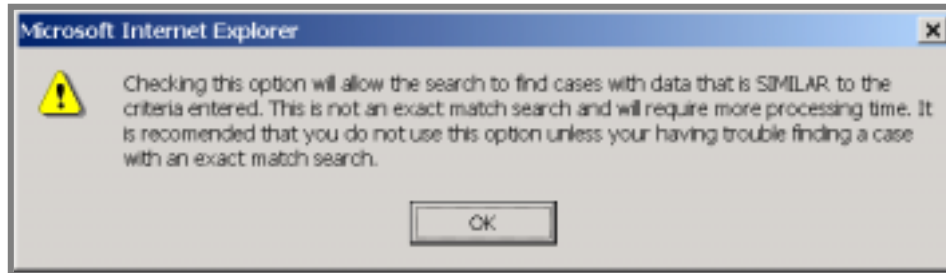
**To search using Business information:**

Place a checkmark in the box labeled 'Bus'. The criteria fields will change to allow a search by 'Business Name'. Type in the business name or if it is a commonly used business such as Clerk of the Court, choose it from the drop-down list under 'Existing Business'.



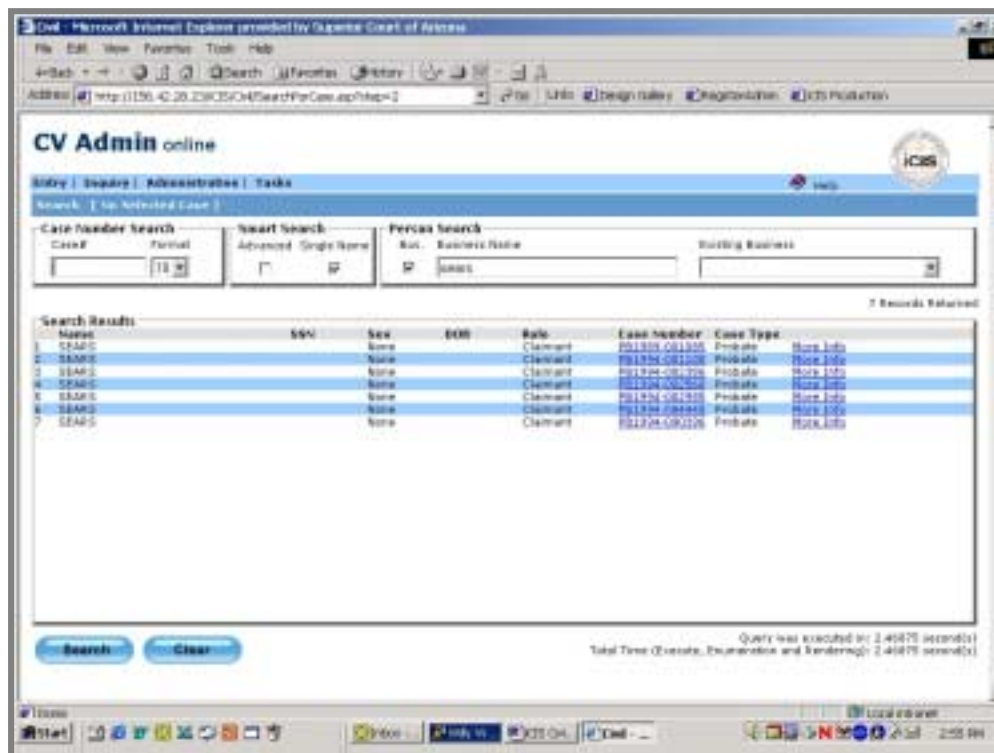
## Smart Search

If the Person/Bus Search does not return the case you are looking for, expand your search to include cases with data similar to the criteria you have entered by checking the '**Smart Search**' box. This notice will display explaining its use. Click **OK** to continue.



## Single Name Search

If the Person or Business you are searching for only has one name (i.e. Sears), check the 'Single Name' box before pressing the Search button (or the Enter key).



After selecting your search method and entering the criteria, click the **Search** button or hit the **Enter** key to display the results.

(If you want to clear the fields to enter new search criteria, click the **Clear** button.)  
The search screen will now display all possible matches according to the criteria you entered.

The screenshot shows the 'CV Admin online' search results page. The browser window title is 'Civl - Microsoft Internet Explorer provided by Superior Court of Arizona'. The address bar shows 'http://156.42.28.23/CJS/Civl/SearchForCase.asp?step=2'. The page has a navigation bar with 'Entry', 'Inquiry', 'Administrative', and 'Tasks'. Below this is a search bar with 'No Selected Case'. The search criteria section includes 'Case Number Search' (Case#: , Format: 13), 'Smart Search' (Advanced: , Single Name: ), and 'Person Search' (Bus.: , Last Name: Johnson, First Name: , SSR: , Sex: , DOB: ). The search results table has columns: Name, SSN, Sex, DOB, Role, Case Number, and Case Type. The first row is 'Johnson, Seavey Harold', Male, 6/11/1943, In The Matter Of (IMO), PR1987-880510, Mental Health, with a 'More Info' link. The table shows 250 records returned. At the bottom, there are 'Search' and 'Clear' buttons. The status bar at the bottom of the browser shows 'Done' and 'Start' buttons. The taskbar at the bottom shows 'CJS Civl' and 'Civl' windows.

Click these numbers to navigate to more records

To open a case click on the [blue case number link](#)

Click the Clear button to begin a new search

To view a party's personal information before opening the case, click the [More Info](#) link

Name	SSN	Sex	DOB	Role	Case Number	Case Type
1 Johnson, Seavey Harold		Male	6/11/1943	In The Matter Of (IMO)	PR1987-880510	Mental Health <a href="#">More Info</a>
2 Johnson, Gregg F		Male	6/17/1966	Ward	PR1987-882331	Probate <a href="#">More Info</a>
3 Johnson, Plaza G		Female		Decedent	PR1987-882364	Probate <a href="#">More Info</a>
4 Johnson, Linwood		Male		Decedent	PR1987-882380	Probate <a href="#">More Info</a>
5 Johnson, Eric Russell		Male		Decedent	PR1987-882420	Probate <a href="#">More Info</a>
6 Johnson, Kim Tera		Male	6/30/1953	Ward	PR1987-882436	Probate <a href="#">More Info</a>
7 Johnson, Edward H		Male		Ward	PR1987-882496	Probate <a href="#">More Info</a>
8 Johnson, John		Male		Decedent	PR1987-882543	Probate <a href="#">More Info</a>
9 Johnson, Carl H		Male		Decedent	PR1987-882602	Probate <a href="#">More Info</a>
10 Johnson, Sharley Anna Totten		Female		Decedent	PR1987-882714	Probate <a href="#">More Info</a>
11 Johnson, Cody Ray		Male		Minor	PR1987-882733	Probate <a href="#">More Info</a>
12 Johnson, Garfield		Male		Ward	PR1987-882854	Probate <a href="#">More Info</a>
13 Johnson, Anita B		Female		Petitioner	PR1987-882892	Probate <a href="#">More Info</a>
14 Johnson, Hazel Ethel		Female		Decedent	PR1987-882932	Probate <a href="#">More Info</a>
15 Johnson, Leroy		Male		Petitioner	PR1987-883192	Probate <a href="#">More Info</a>
16 Johnson, Jack H		Male		Decedent	PR1987-883272	Probate <a href="#">More Info</a>
17 Johnson, Thomas A		Male		Petitioner (PPT)	PR1987-883279	Probate <a href="#">More Info</a>
18 Johnson, Barbara J		Female		Decedent	PR1987-883330	Probate <a href="#">More Info</a>
19 Johnson, Francis		Male		Ward	PR1987-883374	Probate <a href="#">More Info</a>
20 Johnson, Edith A		Female		Decedent	PR1987-883384	Probate <a href="#">More Info</a>
21 Johnson, Lester G		Male		Decedent	PR1987-883424	Probate <a href="#">More Info</a>



Clicking the [More Info link](#) will open this multi-tabbed window.  
Click each tab at the top to view the information.

More Info for: **Randa Johnson** Sex: Female DOB: [REDACTED]

Type	Street	Street 2	City	State	Country	Zip	Start Date	End Date
Home	723 W. PIERCE		PHOENIX	Arizona	United States	85007-0000	9/1/1995	

Close

Click **Close** to return to the **Search Results** window.

Clicking a [blue case number link](#) will take you to the **Main Page**.

CV Admin online

Go To Case #: [REDACTED]

Enter | Registry | Administration | Tools

Case Information:  
Number: **CV180200012001 Case** File Date: 7/1/2002 Created By: Denise Gardner on 7/5/2002 Parties Involved: 2

People in Case

Name	Role(s)	Start Date
1. Jefferson, George	Plaintiff/Defendant	7/1/2002
2. Jefferson, Tanisha	Witness/Controversy	7/1/2002